

Port of Long Beach

Executive Intern Program

925 Harbor Plaza

Long Beach, CA 90802

562-901-1714

Port Executive Intern

Program Overview

The Port of Long Beach (Port) is recruiting for the position of Port Executive Intern. This is a full-time (40 hours/week) position. The purpose of this prestigious one-year program is both to utilize and develop the administrative, managerial, and leadership skills of the selected individual by offering him or her the opportunity to develop and/or manage multiple administrative projects related to international port operations at one of the largest ports in the world. Potential areas of involvement include:

- Environmental Policy and Program Development
- Strategic Planning and Performance Management
- Process Improvement
- Fiscal Management and Budgeting
- Port Security and Business Continuity
- Personnel Development

Other responsibilities may include supervision of Port projects and miscellaneous administrative support functions at both the Executive and Division level.

Desired Qualifications

This is a competitive recruitment and only one Port Executive Intern is hired each year. The ideal candidate must demonstrate his or her commitment to leadership and public service by holding a Master's Degree in Public Administration, Business Administration, Public Policy, or a closely-related field of study. Strong leadership, communication, and administrative skills, as well as relevant short- and long-term career goals, must also be demonstrated in the application and interview process. Due to the nature of the program, prior management/supervisory experience will be considered favorably, but no such experience is required.

Salary

The salary for this one-year position will be between \$40,000 and \$50,000, depending on qualifications. The position includes full medical, dental and other benefits.

Requirements to Apply

See *Addendum I* for specific application requirements. If you feel you have the qualifications and professional drive to help shape the future of one of the largest ports in the world, please visit the Port's website (www.polb.com) and do the following:

- 1) Click on the Jobs/Employment tab in the bottom left corner of the homepage
- 2) Click on the Port Executive Intern link to complete and submit your application online



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This application must be completed and submitted on or before July 5, 2006. Please contact Michael Vanderbeek in the Port of Long Beach Executive Division (vanderbeek@polb.com) if you have questions. Please see the Port of Long Beach website to learn more about the Port.



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Addendum I: Application Requirements

The following must be submitted in full on or before July 5, 2006 in order to be considered for the one-year Port Executive Intern Program:

- Completed online Port Executive Intern application
- Cover letter describing your interest in the program and reason for applying
- A one- to two-page response to each of the questions below:
 - 1) How will working as a Port Executive Intern at the Port of Long Beach assist you in meeting your short- and long-term career goals?
 - 2) What qualities do you possess that will make you a valuable addition to the Port's Executive Administration team?
 - 3) What is the most complex analysis that you have completed, either as a student or as a professional? Please describe the scope of the analysis, your specific role, when and where the analysis was completed, outcomes of the analysis, and lessons learned. Please also discuss how you feel this analysis has prepared you for the position of Port Executive Intern

Please direct any questions to:

Michael Vanderbeek
Executive Division
Port of Long Beach
vanderbeek@polb.com



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Addendum II: Port Overview

About the Port

The Port of Long Beach (Port) is one of the world's busiest ports and a leading gateway for international trade. Founded in 1911, it has grown to more than 3,200 acres and is responsible for the movement of approximately \$100 billion in consumer goods annually. The Port is the second busiest container port in the United States, and the fifth largest port complex in the world if combined with its next-door neighbor and fellow San Pedro Bay landlord, the Port of Los Angeles. The Port and its operations support one out of every eight jobs in the City of Long Beach, one out of every 22 jobs in Southern California, and a total of 1.4 million jobs nationally.

The Port, also referred to as the City of Long Beach Harbor Department, is governed by the Long Beach Board of Harbor Commissioners (Harbor Commission). The five members of the Harbor Commission are appointed by the Mayor of Long Beach and confirmed by the Long Beach City Council. The Port's Executive Director is appointed by the Commission and is responsible for overall Port operations. The Executive Director is supported by three Managing Directors, each at the helm of one of the Port's three Bureaus: Maritime Services; Administration and Finance; and Development. Each of these Bureaus is in turn supported by three or more Divisions. See Port Organizational Chart (Addendum III). The Port employs 340 staff and generates annual operating revenues in excess of \$300 Million.

The Port is a landlord port, meaning its eleven major terminals and numerous ancillary operations are operated by private tenants as opposed to Port staff. The Port is also a Tidelands Trustee for the State of California, meaning Port revenues gained from leases, tariffs and other revenue streams must be reinvested in new Port facilities or other activities related to international trade and commerce. Apart from occasional Federal and State grants, the Port generates all of its own revenue and receives no tax dollars. Port related improvements and capital expenditures are expected to total \$1 billion over the next five years.

About the Community

Located on the Pacific Ocean between the City of Los Angeles and Orange County, the City of Long Beach (population 491,564) is the fifth largest city in California. Due to its location in the heart of the second largest metropolitan region in the United States, as well as the renowned Southern California coastal climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, the annual Toyota Grand Prix of Long Beach plus a wide variety of other attractions serve to draw over four million visitors a year. The city is also home to California State



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University, Long Beach and Long Beach City College. As a Charter City, in addition to the Port, the City of Long Beach operates its own full-service commercial airport, its own water district, its own energy department, its own transportation agency (Long Beach Transit) and an award-winning parks and recreation department.

Current Challenges

Market forces are changing the environment for business at modern ports, both in the United States and abroad. The Port of Long Beach and the Port of Los Angeles are experiencing rapid growth with trade volume projected to triple over the next 20-30 years. This growth has created stress throughout the entire supply chain, including shipping lines, terminal operators, longshoremen workforce, ground transportation infrastructure (trucks, railroads, and roads/freeways), and shipper distribution systems.

In addition to these maritime challenges, this growth has also led to certain environmental and community challenges related to water quality, air quality, health concerns, increased traffic and neighborhood impacts. Despite the Port's role as a local, regional and national economic engine, there is growing concern among some residents of Long Beach and surrounding communities about the negative environmental impacts of ships, trucks and trains calling at the Port. Port security is also seen by some members of the public as a serious concern.

Finally, there are a number of internal challenges facing the Port. As the organization has grown, a number of programs and initiatives have evolved to meet emerging demands. In January, 2005, the Port adopted its ground-breaking Green Port Policy which effectively constituted a sea change in the way the Port does business by establishing a triple bottom line (economy, ecology, equity) approach to decision making. In addition, a new organizational structure has recently been approved and the process of change management associated with this new structure is currently underway. Finally, the first Strategic Plan in the Port's history was published in March, 2006, and the performance management structure necessary to implement this plan requires significant resources and commitment by Port staff and management alike.



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Addendum III: Port Organizational Chart

